

# CYCU Regulations for Appointment of Adjunct Faculty

Approved at 928<sup>th</sup> School Administration Council on February 5, 2015

- Article 1. CYCU establishes the Regulations in accordance with Paragraph 2 of Article 35 of the faculty' Act and Article 4 of the "Regulations Governing Appointment of adjunct Faculty of Colleges and Above", in order to select scholars and experts specialized in academic research or practices and agreeing with and satisfying CYCU's holistic education philosophy and spirit to teach at CYCU on a part-time basis.
- Article 2. The appointment of CYCU's adjunct faculty shall be submitted to various teacher evaluation committees for review within one (1) month prior to the beginning of school at each semester, and shall be completed prior to the date when the faculty starts to teach. Those who acquire the teacher certificate issued by Ministry of Education will be appointed based on their grades identified therein. Those who have not yet acquired the teacher certificate issued by Ministry of Education will be appointed based on their academic degree. Those who hold a master's degree will be appointed as the lecturer, and those who hold a doctoral degree will be appointed as the assistant professor.
- Article 3. Unless the adjunct faculty member needs to teach consecutively at 1<sup>st</sup> and 2<sup>nd</sup> semesters of each school year, the faculty shall be appointed by semester. The letter of appointment shall be sent by the application unit.
- The adjunct faculty who have been appointed as CYCU's full-time or adjunct faculty and held excellent in teaching performance may be reported to the school-wide faculty evaluation committee directly for the appointment if the application unit recommends them again.
- Where the application unit fails to complete the appointment of adjunct faculty within the specific time limit, the adjunct faculty shall not be included in the name list of instructors by semester or claim hourly pay, unless the Principal approves it as a special case.
- Article 4. The adjunct faculty who serve in other public or private entities, schools or institutions shall advise CYCU of it voluntarily, and obtain the consent of their service units prior to the beginning of school at the relevant semester before teaching as the adjunct faculty in CYCU.
- Where the adjunct faculty fail to obtain the consent of their service units or the service units notify CYCU of their disagreement to the appointment, the application unit shall retain the letter of appointment and return the same back to the Office of Human Resource for cancellation; notwithstanding, where the letter of appoint is already sent, the adjunct faculty shall return it.
- Article 5. Upon expiration of the adjunct faculty' appointment, the application unit shall make a comprehensive evaluation on the actual needs for the teaching, the faculty's performance of the appointment, and performance of the teaching assessment, and then may be allowed to renew the appointment.

In the duration of effective appointment of the adjunct faculty, where the students' right to education is affected due to causes attributed to the adjunct faculty, the application unit may terminate the letter of appointment upon authorization of the Principal.

The appointment of adjunct faculty shall not be terminated when the appointment remains effective, unless they violate the letter of appointment materially or meet the circumstances resulting in termination of appointment referred to in the faculty' Act and other related laws.

Where the adjunct faculty believe that CYCU's resolution for termination of the appointment should be against laws or improper and thereby infringe their rights or interests, they may seek remedies through the complaint procedure applicable to CYCU's full-time faculty.

Article 6. The adjunct faculty should perform their obligation to teach per the course needs, and the subjects taught by them shall commensurate with their academic background, qualifications or expertise.

When the subjects actually taught by the adjunct faculty are inconsistent with what was expected or the faculty fail to organize the course with cause, the application unit shall report to the relevant unit to suspend the letter of appointment and, therefore, the subjects shall not be authorized.

Article 7. Where the adjunct faculty acquires higher teacher grade or academic degree upon determination by Ministry of Education after they are appointed, the application unit shall have them reviewed by various teacher evaluation committees, and appoint them based on the higher teacher grade or academic degree from the next semester.

Article 8. The adjunct faculty who have received the letter of appointment issued by CYCU and have successively taught the class of one hour for 8 semesters or the class of two (2) hours for 4 semesters and also satisfy CYCU's accreditation regulations regarding teacher qualifications are allowed to apply for accreditation of teacher qualifications in the semester in which they continue to teach courses.

Article 9. The adjunct faculty's promotion may apply CYCU's requirements about review on full-time faculty's promotion. Their seniority shall be calculated based on double the full-time faculty's seniority. Where the faculty serves as full-time faculty in another school, the school shall apply for the accreditation.

Article 10. Such important issues as the adjunct faculty's term of appointment, hourly pay and right & obligation shall be handled in accordance with the related laws, and relevant requirements of Ministry of Education and CYCU, and included into the letter of employment.

Article 11. Any matters not covered herein shall be implemented in accordance with other laws and CYCU's relevant regulations.

Article 12. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the Principal. The same shall apply where the Regulations are amended.